

Helpful Hints for working in ERIC

1. **Upload and download the spreadsheet daily if that is your data entry method.** We make updates to ERIC and the spreadsheet frequently and the best way to avoid upload and validation errors is to have the current version of the spreadsheet.
2. Check the ERIC home page frequently for updated information, manuals, etc.
3. For assistance with using ERIC, contact the Air Quality Assessment Division by calling 225-219-3535 or send an email to the staff person that is designated for the parish where your facility is located. A list of parishes and assigned staff is listed below.
4. When emailing or calling with a question or if you need help, always have the AI # available.
5. If the problem or question is with the uploading of a spreadsheet, copy/paste the error(s) into an email along with the AI # and attach the spreadsheet and send it to the appropriate staff person.
6. If your AI # is not available in ERIC, send us an email with the AI # and Permit # and ask that an ERIC account be created for the AI #.
7. The data being submitted in ERIC will need to be certified. The certification statement sent for the March 31 deadline does not certify the ERIC data. Therefore, ERIC will generate a new certification statement for you (do not use an older version of the certification statement). This certification statement needs to be printed and signed by the Responsible Official and postmarked by September 4, 2007.
 - a. The certification statement will be available for downloading on the Summary page of an inventory submitted in ERIC.
8. Sources, release points, processes, control systems, etc. can be deleted from the inventory if they have been removed from service, permanently shutdown, dismantled, no longer used, obsolete, etc. and chances are that they will never operate again. If you have a source that is just idle and chances are it will operate again in the future, it may be helpful to keep it in the inventory and set the source status as idle.
9. Provide informative descriptions in any of the description fields. Sometimes the descriptions created from the migration of the 2005 data are not descriptive and not useful.
 - a. Change any description that says "NEDS point ##" or "TEDI Emissions for SIC ####" as these are not very helpful.

10. When building your inventory in ERIC, it is not necessary to represent information contained in your permit exactly how it is in the permit because the inventory is separate from the permit. Where we can crosswalk the ERIC information to the permit, we have provided fields. It is not necessary to "duplicate" the permit in the inventory.
11. CAPs are a function of permits and do not need to be represented in the inventory. All the equipment in the CAP can be reported individually as sources, processes, release points, and/or control systems.
12. If the facility reports toxic air pollutant emissions and has reported to TEDI in the past and you have brought forward from your migrated 2005 inventory, you will see duplicate processes on the process tab for each source. One will be from the criteria pollutant inventory and one will be from the TEDI. You can delete either one. The one that says "TEDI Emissions for SIC ####" will have the least amount of information since it came from the TEDI.
13. On occasion during upload of a spreadsheet, the system may crash without giving any warnings or errors. When this happens, it is possible that a revision to your inventory may have been created. If you find that this has occurred, delete all of the extra revisions. Keep the one version that you were trying to upload to and try to upload the file again. For example, if you were trying to upload to Revision 0 and the system crashes and you now see Revision 0 and Revision 1, then delete Revision 1 and try to upload to Revision 0 again. If you still have problems uploading, let us know.
14. The fields in yellow on the ERIC web application are the required data elements. These may change in future reporting years, but we will not know about the specific changes until we get closer to that reporting period.
15. The downloadable spreadsheet is password protected and we will not be providing the password to unprotect it.
16. If your facility is permitted but not built, the only information required is the Facility and Contact tabs. Be sure to set the facility status as "Permitted but not built."
17. Emission Factors are only required when selecting Emission Factor Calculation as the Estimation Method on the Emissions tab.
18. Fugitive Emissions, GC XVII Emissions, and Insignificant Activities sources types do not require a process record.
 - a. The release point type for Fugitive Emissions source type is "Fugitive".
 - b. The release point type for GC XVII Emissions and Insignificant Activities source types is "Area".
19. If a value is missing from a dropdown list or a reference sheet, please email us and request that it be added. Until it is added, you can select "Other", if available, or the next best option.

- 20.If the NEDS ID does not exist, you do not need to assign a new one. The NEDS ID will be for reference purposes only and will not be used in the future.
- 21.The tab labeled Portable Locations is intended for portable facilities, not sources or pieces of equipment that are portable within a stationary facility. Typically, portable facilities have permit numbers that begin with 7777.
- 22.Do not create revisions to your inventory unless it has been submitted or certified.
- 23.Only report the pollutants on the pollutant list. If it isn't on the list, it does not need to be reported.
- 24.Tanks should have two processes associated with them. One for working losses and one for breathing or standing losses. All of the throughput should go on the process for the working losses and the throughput data should be zero for the breathing/standing process. The emissions should be calculated for both working and breathing/standing and broken out by these processes on the emissions tab.
- 25.The material name in the process record should match the material or activity on the emission factor record. The material/activity is typically what you used to calculate your emissions. This means that if you used an emission factor that calculated the kilograms of particulate emitted per megagram of coal burned, then the material or activity would be the amount of coal burned. Another example of the material/activity is the amount of fuel input when using lb/MMBtu to calculate emissions for a stationary internal combustion source.
- 26.Changes have been made to the list of acceptable emissions factor sources. Facilities should just upload existing Version 2 spreadsheets without making edits to the emission factor source, then, re-download to get the new file. If you have already made changes to your old version spreadsheet, there is a blank Version 3 spreadsheet on the resources page that you can move your data over to.
- 27.The new ERIC version pulls facility and location data from TEMPO in near real time mode. Here is how the data pull works for latitude/longitude and UTM:
 - a. Latitude/Longitude:
 - i. If you have latitude/longitude in your ERIC data, then those are displayed. If both latitude and longitude are blank in ERIC, then we look in TEMPO for latitude and longitude and display those. If you edit the facility record and hit save, the latitude/longitude data are written to the ERIC database, so on future visits the data that is displayed will come from ERIC.
 - b. UTM:

- i. If ERIC contains UTM data (easting, northing, and/or zone) then all of the UTM data is taken from the ERIC database. If not, then latitude/longitude data from TEMPO are converted to UTM and displayed (if available from TEMPO). Again, once you hit edit and save on the facility screen, the UTM data are written to the ERIC database so they will be pulled from there on future visits.
 - c. On validation, if the only location data that is available is the TEMPO latitude/longitude, then this will be accepted. If there is no data in TEMPO on the location, then the ERIC data must contain either a latitude/longitude or UTM easting/northing/zone.
- 28. Ammonia is also being handled a little differently than in the prior release of ERIC. Ammonia is no longer being reported as two pollutants - one for criteria and one for TAP. We are now collecting ammonia emissions using the only ammonia on the pollutant list, which is the TAP ammonia. If you need to report ammonia for criteria purposes, then select the only ammonia on the pollutant list and report the emissions in pounds, **EVEN IF YOU DO NOT REPORT TO TEDI**. If you need to report ammonia for both criteria and toxic emissions, then select the only ammonia on the pollutant list and report the emissions in pounds. It will count towards both TEDI and criteria.
- 29. You do not have to fill in all of the contact information in ERIC in order to get your submittal to the certification stage.